



ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

Vol. 11, no. 21

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October 15, 1990

Agenda, Fall 1990 Meeting Depository Library Council to the Public Printer

October 24 - 26, 1990
Rosslyn Westpark Hotel
Arlington, Virginia

A.M.			Wednesday, October 24
8:45 - 9:00	Welcome/Announcements	David A. Cobb, Council Chair	
9:00 - 9:15	Remarks	Robert W. Houk, Public Printer	
9:15 - 9:30	Superintendent of Documents Remarks	Don Fossedal, GPO	
9:30 - 9:45	Legislative Update	Richard Barnett, GPO	
9:45 - 10:00	Library Programs Service Update	Bonnie Trivizas, GPO	
10:00 - 10:15	Break		
10:15 - 10:30	GPO Marketing Update	Charles McKeown, GPO	
10:30 - 10:45	Depository Services Update	Joe McClane, GPO	
10:45 - 11:15	Cataloging Update	Gil Baldwin, GPO	
11:15 - 11:30	Update on Current GODORT Issues	Jack Sulzer, Chair, GODORT	
11:30 - 12:00	LPS Information Technology Update	Jane Bartlett, GPO	
P.M.			
12:00 - 1:30	Lunch		
1:30 - 2:00	Regional Libraries Meeting Report	Donna Koepp, Univ. of Kansas	
2:00 - 2:30	GPO Requisitions Report	Robert Cox, GPO	
2:30 - 3:00	GPO Regional Printing Procurement Offices Report	Meredith Arneson, GPO	
3:00 - 3:15	Break		

3:15 - 4:00

Joint Committee on Printing Update

Rick Oleszewski, JCP

Thursday, October 25

A.M.

9:00 - 9:15

Announcements

David A. Cobb, Council Chair

9:15 - 10:15

1990 Decennial Census Update

John Kavaliunas, Census
Forrest Williams, Census

10:15 - 10:30

Break

10:30 - 11:00

TIGER Files - What Are They and What
Will We Get?

Larry Carbaugh, Census

11:00 - 11:30

State Data Centers - Their Role in
Federal Information

Larry Carbaugh, Census
Mary Redmond, New York State
Library

11:30 - 12:00

Council Committee Reports

Janet Fisher, Council Chair-Elect

P.M.

12:00 - 1:30

Lunch

1:30 - 2:00

Federal Electronic Mapping

Gary North, USGS

2:00 - 4:00

Open Forum

Janet Fisher, Council Chair-Elect

Friday, October 26

A.M.

9:00 - 9:15

Announcements

David A. Cobb, Council Chair

9:15 - 10:15

Interagency Printers Report

Henry Lowenstern, Bureau of
Labor Statistics
Dana Pratt, Library of Congress
Fred Weiner, Federal Publishers

10:15 - 10:30

Break

10:30 - 11:30

Council Recommendations

David A. Cobb, Council Chair

11:30 - 12:00

Announcements/Conclusion

David A. Cobb, Council Chair

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As of September 30, 1990

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1990 Regional Library Seminar Agenda

Rosslyn Westpark Hotel
Tuesday, October 23, 1990

A.M.

- | | | |
|---------------|--|---|
| 8:30 - 9:00 | Introduction and announcements | Joe McClane, Chief, Depository Services Staff, GPO |
| 9:00 - 9:30 | Regional depositories and collection development issues | Donna Koepp, Documents Librarian, University of Kansas |
| 9:30 - 9:45 | Break | |
| 9:45 - 10:30 | Enhancing the Regional collection with local-interest publications from regional offices of Federal agencies. What do regional offices offer? | Lee Campbell, Printing Officer, Branch of Support Services, Bureau of Land Management
Connie Tasker, Deputy Director Information Management and Services Division, Environmental Protection Agency |
| 10:30 - 11:00 | Superseded issues for Regional depositories | Diane Garner, Senior Assistant Librarian, Pennsylvania State University |
| 11:00 - 11:30 | Report from National Archives and Records Administration on preservation of electronic format materials | Ken Thibodeau, Center for Electronic Records, National Archives and Records Administration |
| 11:30 - 1:30 | Lunch
Divide into groups by library type. Discussion during lunch should include three issues of greatest concern to that particular type of depository library. Each group should rank the three issues and report to group as a whole after lunch. | |

P.M.

- | | | |
|-------------|---|--------------|
| 1:30 - 2:00 | Report on preservation issues and documents as rare materials | |
| 2:00 - 2:30 | New inspection forms and other inspection issues. | Joe McClane. |
| 2:30 - 2:45 | Break | |

2:45 - 3:15 Missing Congressional publications
... report on the inventory.

Barbara Hulyk, Documents
Specialist, Detroit Public
Library

3:15 - 4:00 Break into regional groups.
Discuss issues important to your region;
compare issues discussed in group as a
whole before adjourning.

Librarians other than regional librarians are welcome as observers.



Depository Services Update

During fiscal year 1990, 8 libraries were awarded depository status, while 6 libraries dropped status. This brings the total number of Federal Depository Libraries to 1,398. There are currently 54 regional libraries.

A total of 253 libraries were inspected in FY 1990. The PAMALA databases are now being employed to produce standard pre-inspection profiles of individual depositories for members of the GPO Inspection Team. Production of the primary inspection reports has also been automated. This new production procedure reduces paperwork and processing time while allowing GPO to add more information to the individual reports. The reports are produced using laser printer technology which has given the reports a new look and cleaner graphics. PAMALA files are now being continually updated as inspection reports are completed.

The Administrative Notes newsletter celebrated its tenth anniversary with the September 15, 1990 issue (Volume 11, number 19). This same issue carried the results of the Alkaline Paper Preference Survey of depository libraries. A statistical portrait, by library size and type, of the Federal Depository Library community was published in Volume 11, number 18. The report was generated by PAMALA's MANAGE database using statistics gathered from the 1989 Biennial Survey.

Planning for the 1991 Biennial Survey is almost complete. The 1991 survey will be similar to the 1989 survey and will be distributed in early spring 1991. Depository Services now maintains separate databases of depositories' FAX numbers and of librarians who have volunteered to act as automation mentors.

The 4th Annual Interagency Depository Seminar will be held from May 6 through May 10, 1991, in Washington, DC. A detailed description of the seminar week and a registration form can be found in Volume 11, number 20 of Administrative Notes.



New Manager of ITP: Jane Bartlett

The Library Programs Service (LPS) is pleased to announce the appointment of Jane Bartlett as Manager of the Information Technology Program (ITP). Ms. Bartlett's responsibilities include researching, developing, and implementing a plan for the application of modern information technologies in the Federal Depository Library Program. She replaces Jan Erickson, who was the first to hold this position in LPS and is now employed by the Environmental Protection Agency in Washington.

Ms. Bartlett is a graduate of Brown University and holds a Master's degree in Library Science from Florida State University. She has been a Depository Library Inspector for the Government Printing Office since 1988 and has held administrative, public service, and technical service positions in academic, special, and public libraries. Her background includes responsibility for a federal depository operation at the El Paso (TX) Public Library.



Information Technology Program Update

Three of the five pilot projects approved by the Joint Committee on Printing are currently underway, with the remaining two expected to be activated by early 1991. The projects, described in Administrative Notes, Vol. 9, no. 13 (July 1988), are intended to "test the feasibility of and practicality of disseminating government publications to Depository Libraries in electronic formats." The projects are jointly administered by the participating agency and GPO, through the Information Technology Program at LPS. The General Accounting Office (GAO) is assisting GPO in the evaluation of the projects.

The Bureau of the Census Test Disc No. 2 was the first of the pilot projects and the first CD-ROM distributed through the Depository Library Program. It was mailed to 143 depositories for field testing in September 1988 and to all remaining depositories in May 1989.

Distribution of the Environmental Protection Agency's Toxic Release Inventory CD-ROM launched the second CD-ROM pilot project. On June 7, 1990, GPO mailed the disc, software on separate floppy diskettes, and paper documentation to the 555 depositories that had selected item number 0473-G.

Unlimited electronic access to the Department of Commerce's Economic Bulletin Board (EBB) began on June 1, 1990 for 100 test site depository libraries. This pilot project is the first of the two online pilot projects to be implemented and is providing dial-up access to current economic and statistical information for a period of six months. All 1400 depository libraries were invited to apply for an opportunity to be considered as a test site library and 100 of the 361 who expressed interest were chosen.

GPO, with assistance from GAO, is working to prepare data collection instruments for evaluation of the active pilot projects.

The remaining two pilot projects are in the final phases of development. The first project is a CD-ROM edition of the 1985 Congressional Record. Distribution to all depositories of the prototype Congressional Record, including software, printed documentation, and a survey, is scheduled for October 1990. The second project yet to be implemented is online access to the Department of Energy (DOE) Integrated Technical Information System (ITIS). Project goals include an assessment of the optimum medium for dissemination of the text of technical reports. A test group of 20 of the 225 libraries currently receiving DOE microfiche is expected to be able to dial into ITIS in January 1991 for a period of six months.

Beyond the five pilot projects, active efforts are being made to identify, acquire, and make available electronic products that are being produced or procured through GPO, in addition to those developed elsewhere within the federal government. As these items are identified and offered, the normal survey mechanism will be used to determine the number of depository libraries desiring the product. On August 7, 1990, a special Miscellaneous Electronic Products Survey (Survey 90-100) with ten new item numbers was mailed to all depositories.



Increased Staffing Results in More Timely Cataloging

The most important development in the Cataloging and Indexing Program during the past year has been the greatly improved level of staffing for the Cataloging Branch. One year ago the Office of Personnel Management granted GPO temporary one-year direct hire authority for certain librarian positions. This authority has been used to good advantage, as we have added seven catalogers to our staff since October 1989. This represents a net gain in catalogers of 50%. As of September 1, 1990, there are 21 catalogers in LPS. Of course, it took several months before all of these new catalogers could be fully integrated into the system, and literally thousands of hours have been invested in their training.

The Branch's production records for the number of publications cataloged have reflected this staffing increase. In the first and second quarters of the fiscal year, when the training and assimilation impact of the new staff was greatest, overall cataloging production fell. However, starting in June, cataloging productivity has increased significantly over previous years. July figures were the best in over six years, with over 3,000 publications cataloged. That was followed by another good month in August. Cataloging productivity for June, July, and August 1990 totalled 8689, compared to 7042 for the same period in 1989, for an increase of 23%.

Increased staffing is only one factor in the recent increases in cataloging productivity. In its spring 1990 meeting the Depository Library Council approved the LPS proposal to initiate an abridged cataloging project to reduce the arrearage of low-priority items

awaiting cataloging. The abridged cataloging effort got underway in June, and in the first three months, the abridged cataloging team has prepared 1,512 records for NASA technical reports, which users first saw in the September Monthly Catalog issue.

The Cataloging Branch has also been involved in several new cooperative projects and the development of new products this year. Probably most significant for users is the implementation of the new GPO Cataloging Tapes, which replace the previous Monthly Catalog Tapes. The new GPO Cataloging Tapes feature enhanced content and, because they are produced earlier in the Monthly Catalog production cycle, improve the timeliness of GPO's machine-readable cataloging. The Library of Congress Cataloging Distribution Service, which is the point of contact for tape subscriptions, is expected to initiate the new service with the data corresponding to the entries in the 1991 Periodicals Supplement issue. GPO will provide this data to CDS this fall, and it will be released to customers in January, 1991.



COM Fiche

Why Doesn't GPO Produce More?

Why doesn't GPO produce COM fiche (short for **computer-output-microfiche**) for more of the documents that it receives in automated form? This question has been raised at Council meetings and in other communications between the depository library community and GPO. LPS posed the question to the Electronic Photocomposition Division (EPD) and has received the following reply:

GPO/EPD does not produce master fiche of the documents described for the following reasons:

- 1) Congressional hearings and reports contain large amounts of "camera ready" copy that is not available in digital form or in a format compatible with GPO's COM device. Therefore, only portions of those products would be available.
- 2) Bills are produced in a manner that is not logical for timely fiche production. Bills driver files contain many individual bills that may or may not be ready for release, therefore, an additional computer run would be necessary to assemble bills in logical sequence. Computer time exceeds \$100.00 per hour.
- 3) GPO costs for producing COM masters exceed those of commercial vendors producing source document fiche. This condition exists mainly because of the fact that contractors can recover much of the mastering cost in their charges for duplication. GPO was prohibited from producing duplicates by the JCP.
- 4) EPD data files are not compatible with "High Speed" COM devices and will only run on Graphic Arts machines such as GPO's COMP 80/2. Because these machines create images the same as the printed products, times are greater and costs can be excessive for fiche.

As we learn more about CD-ROM, the problems encountered in producing master fiche can be overcome, and CD-ROM will be the preferred media for the depository libraries.



Depository Microfiche Contracts: Status Report

B354S - Microfiche of Miscellaneous Publications

Term: February 1, 1990 - January 31, 1991 (Anacomp, Inc.)

Status: Contract running smoothly.

B376S - Microfiche of Miscellaneous Maps

Term: April 1, 1990 - March 31, 1992 (Engineered Systems, Inc.)

Status: Contract running smoothly.

B456S - Microfiche duplicated from Government-Furnished microfiche

Term: May 1, 1990 - April 30, 1991 (Automated Datatron, Inc.)

Status: Contract is running smoothly.

B513S - Monthly Catalog microfiche

Term: June 1, 1990 - May 31, 1991 (Anacomp, Inc.)

Status: Contract running smoothly.

B532S - Microfiche of House Committee Prints and Hearings

Term: April 1, 1990 - March 31, 1991 (Anacomp, Inc.)

Status: Contract running smoothly.

B562S - Microfiche of Congressional Reports and Documents

Term: February 1, 1990 - January 31, 1991 (Anacomp, Inc.)

Status: Contract running smoothly.

B568S - Microfiche of SEC Dockets and Digest, Tax Court Memos

Term: June 1, 1990 - May 31, 1991 (Microform, Inc.)

Status: Contract running smoothly.

B592S - Microfiche of Congressional Bills

Term: February 14, 1989 - March 31, 1991 (Microform, Inc.)

Status: Contract running smoothly.

B613S - Microfiche of Code of Federal Regulations

Term: May 17, 1989 - August 31, 1990 (Microform, Inc.)

Status: Contract expired. Undergoing pre-award testing. New contract should be awarded within 30 days.

B788S - Microfiche of Flood Insurance Studies and NUREGS

Status: Undergoing pre-award testing.

B789S - Microfiche of Cancergrams, Daily News, and GAO Reports

Term: August 28, 1990 - July 31, 1991 (Independent Professionals, Inc.)

Status: Contract just starting.

B790S - Microfiche of Official Gazettes

Status: Specifications written. Bid opening scheduled for October 1.

B791S - Microfiche of ERIC and CIJE

Status: Undergoing pre-award testing.

B795S - Microfiche of Senate Hearings and Committee Prints

Term: January 4, 1990 - December 31, 1990 (Microform, Inc.)

Status: Contract is running smoothly.



Number of Claims Processed in FY90		
	Paper Claims Processed	Microfiche Claims Processed
Oct.	4,115	0
Nov.	3,777	0
Dec.	5,441	684
Jan.	3,053	3,228
Feb.	3,682	2,522
Mar.	3,871	796
April	2,453	435
May	2,925	1,494
June	3,789	1,925
July	3,871	15,033
Aug.	3,998	1,285
Sept.		
Totals	40,905	27,402

Number of Publications Distributed to Depository Libraries in FY90

	Paper		Microfiche		Total	
Month	Titles	Copies	Titles	Copies	Titles	Copies
Oct.	2,032	843,697	1,585	1,025,993	3,617	1,869,690
Nov.	1,925	812,555	1,335	567,687	3,260	1,380,242
Dec.	1,246	489,506	2,220	783,228	3,466	1,272,734
Jan.	1,925	940,689	3,742	1,541,345	5,647	2,482,034
Feb.	1,429	671,771	2,490	941,532	3,919	1,613,303
Mar.	1,912	880,344	3,741	1,533,583	5,653	2,413,927
Apr.	1,502	713,306	3,328	1,309,564	4,830	2,022,870
May	1,773	779,943	2,762	1,454,161	4,535	2,234,104
June	2,126	940,184	2,078	1,304,856	4,204	2,245,040
July	2,139	922,532	2,521	1,209,117	4,660	2,131,649
Aug.	2,075	818,276	3,531	1,749,158	5,606	2,567,434
Sept.						
Totals	20,064	8,812,803	29,333	13,420,224	49,397	22,233,027

Status of the Bound Congressional Record As of September 30, 1990

AN-v11-#21-10/15/90

Congress/ Session	Volume	Year	Distribution Accomplished/Planned	Status	Funding/ Authorization
98/1st	129	1983	Dual format - paper or fiche 560 selected paper; 850 fiche Partially accomplished	Index: to be released for printing in mid FY 91; LPS has requested paper reprint; reprinting not completed; LPS has sent the volumes to MF contractor	Funding authorized for paper and microfiche; JCP prohibition on fiche lifted
98/2nd	130	1984	Dual format - paper or fiche 560 selected paper; 850 fiche Partially accomplished	Index: to be released for printing in early FY 92; LPS has requested paper reprint; reprinting not completed; LPS has sent the volumes to MF contractor	Funding authorized for paper and microfiche; JCP prohibition on fiche lifted
99/1st	131	1985	CD-ROM Pilot Project; Ban on microfiche	LPS requested paper re- print, press run not started; CD-ROM pilot to 1400 libraries in October 1990; pre-press for index available from GPO Sales	Funding authorized for paper and microfiche; JCP prohibition on microfiche CD-ROM pilot project funding authorized
99/2nd	132	1986	No Paper (G-R-H); Ban on microfiche; No CD-ROM decision	Index: to be released for printing in early FY 91; text completed in early 91; next CD-ROM? available from GPO Sales	No funding for paper; funding authorized for fiche; JCP prohibition on microfiche JCP/GPO/Approp. staff working to get paper for regionals
100/1st	133	1987	No Paper (G-R-H); Ban on microfiche; No CD-ROM decision	Index: to be released for printing in mid FY 92; text partially printed; available from GPO Sales	No funding for paper; funding authorized for fiche; JCP prohibition on microfiche JCP/GPO/Approp. staff working to get paper for regionals
100/2nd	134	1988	No Paper (G-R-H); Ban on microfiche; No CD-ROM decision	Index: to be released for printing in early FY 93; text partially printed; available from GPO Sales	No funding for paper; funding authorized for fiche; JCP prohibition on microfiche JCP/GPO/Approp. staff working to get paper for regionals

101/1st	135	1989	No Paper (G-R-H); Ban on microfiche; No CD-ROM decision		No funding for paper; funding authorized for fiche; JCP prohibition on microfiche JCP/GPO/Approp. staff working to get paper for regionals
101/2nd	136	1990	No Paper (G-R-H); Ban on microfiche; No CD-ROM decision		No funding for paper; funding authorized for fiche; JCP prohibition on microfiche JCP/GPO/Approp. staff working to get paper for regionals
102/1st	137	1991	No Paper (G-R-H); Ban on microfiche; No CD-ROM decision		GPO has requested funding for paper-560 libraries; GPO has requested funding for fiche

*Harvest a
Bumper Crop*



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Federal Depository Library!

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